

MILEAGE REGISTRATION FORM INSTRUCTIONS

Carrier Information Section

Name of Registrant/Motor Carrier - Enter the name in which you are applying for plates. This name must be identical to the name listed with the Federal Motor Carrier Safety Administration (FMCSA) and the Missouri Secretary of State.

Account Number - Enter the number assigned by Motor Carrier Services (if new, leave blank).

Fleet Number - Enter the number assigned by Motor Carrier Services (if new, leave blank).

Registration Year - Enter all four digits of the registration year (e.g., 2006).

Doing Business As - If applicable, enter the name in which the registrant/motor carrier does business.

General Information on Mileage Reporting

A **"New Operation"** is a fleet of vehicles not previously registered. It does not include an existing fleet that is expanding its area of operation. First-time registrants with no mileage to report may estimate mileage using the Estimated Mileage Chart for Jurisdictions shown on the back of the Mileage Registration Form or if you wish to estimate your own mileage, you must complete the Scope of Operation Section (located on the front of the Mileage Registration Form) detailing the scope of your operation pertaining to any estimated mileage. If a "New Operation" begins after July 1, the registrant is allowed to estimate mileage when renewing for the first time on January 1. This is because the registrant will have no actual mileage data for the reporting period.

NOTICE: Missouri will not accept the same mileage estimate for all jurisdictions or mileage that appears to be unreasonable causing a low fee in high rate jurisdictions and high fee in low rate jurisdictions.

A **"Renewal"** is a fleet that has operated during the reporting period of July 1, 2004 thru June 30, 2005. All mileage operated including operation on trip permits and mileage operated in jurisdictions that are no longer being operated, must be reported for each jurisdiction. Carriers that did not operate the full reporting period must report only the mileage traveled. Actual miles also apply to all registrants/motor carriers who are licensing in Missouri, but operated with an apportioned license plate from any other member jurisdiction. Rounding of mileage is not allowed. In those cases where the registrant operated a fleet of apportioned vehicles in jurisdictions that require no apportionment and grant reciprocity, the miles may be added to the base jurisdiction mileage.

An **"Expanded Operation"** is the expansion of the operation into additional IRP jurisdiction(s). If the registrant did not generate miles during the previous mileage-reporting period, the registrant must estimate the mileage for the jurisdiction being added by using the Estimated Mileage Chart for jurisdictions shown on the back of the Mileage Registration Form or if you wish to estimate your own mileage, you must complete the Scope of Operation Section (located on the front of the Mileage Registration Form) detailing the scope of your operation pertaining to any estimated mileage.

A **"Reduced Operation"** is the elimination of operation in jurisdictions previously registered. If an operation ceases, miles operated (including trip permit miles) into such IRP jurisdiction(s) during the previous mileage reporting period are reported on the application (Mileage Registration Form) but shall not be part of in-jurisdiction miles. If the jurisdiction is added back during the registration year, the miles previously operated are used when determining the mileage percentage for the added jurisdiction and fees will be computed over 100%.

Combining Existing Multiple Fleets – There are two basic reasons for combining multiple fleets:

- **Cessation or reduction** – The miles that should be reported to the base jurisdiction for the renewal registration year should be only those miles that were operated during the mileage-reporting period by the surviving fleet. In other words, you are eliminating fleets 02, 03, etc. and moving the equipment from those fleets into the operation of the surviving fleet. You are adding vehicles to the surviving fleet the same as if they were newly acquired vehicles.
- **Consolidation** is no change in the operation of the vehicles and the consolidation into a single fleet is for administrative and management purposes only. A "new" fleet should be formed containing all the vehicles and all the miles operated by those vehicles into one report and used for the renewal registration year. If possible, the miles to be reported are the miles actually traveled by the vehicles comprising this consolidated fleet.

Mileage Reporting Section

List actual mileage operated (do not round) in each jurisdiction in which the fleet traveled during the period of July 1, 2004 through June 30, 2005 for all vehicles in the fleet. Actual miles also apply to all registrants/motor carriers who are licensing in Missouri, but operated with an apportioned license plate from any other member jurisdiction.

- **Mark the "Apportion" column with an "A" if registration is desired.**
- **Mark the "Apportion" column with an "N" if registration is not desired.**

List estimated mileage for jurisdictions in which no mileage was operated if you wish to retain or add the jurisdiction on your cab card for 2006. (Refer to the Estimated Mileage Chart and instructions on how to arrive at estimates (located on back of Mileage Registration Form) or if you wish to estimate your own mileage, you must complete the Scope of Operation Section (located on the front of the Mileage Registration Form).

- **Mark the "Apportion" column with an "E".**

Total Fleet Mileage – Equals the mileage for jurisdictions marked with an "A" or "E".

Signature – The application must be signed.

Date – The date you signed the Mileage Registration Form.



MISSOURI DEPARTMENT OF TRANSPORTATION
MOTOR CARRIER SERVICES
MILEAGE REGISTRATION FORM

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JEFFERSON CITY, MO 65102-0893
PHONE: (866) 831-6277 OR (573) 751-7100
FAX: (573) 751-0916
WEB ADDRESS: www.modot.org/mcs

NAME OF REGISTRANT/MOTOR CARRIER	ACCOUNT NUMBER	FLEET NUMBER	REGISTRATION YEAR
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DOING BUSINESS AS

List actual mileage operated (do not round) in each jurisdiction in which the fleet traveled during the period of July 1, 2004 through June 30, 2005 for all vehicles in the fleet.

- Mark the apportion column with an “A” if registration is desired.
- Mark the apportion column with an “N” if registration is not desired.

List estimated mileage for jurisdictions in which no mileage was operated if you wish to retain or add the jurisdiction for 2006. (Refer to the estimated mileage chart on the back of this form.)

- Mark the apportion column with an “E”.

JURISDICTION	APPOR (A, N, E)	MILEAGE	JURISDICTION	APPOR (A, N, E)	MILEAGE	<p>I HEREBY DECLARE THAT I HAVE NO ACTUAL MILEAGE TO REPORT. I AGREE TO USE THE MISSOURI ESTIMATED MILEAGE CHART PROVIDED ON THE BACK OF THIS FORM. I UNDERSTAND THAT IF I CHOOSE TO PROVIDE MY OWN ESTIMATED TRIPS AND ROUTES, I AM REQUIRED TO COMPLETE THE SCOPE OF OPERATION SECTION BELOW EXPLAINING HOW THE MILEAGE WAS DETERMINED IN EACH JURISDICTION. I ALSO UNDERSTAND I CANNOT USE THE SAME ESTIMATED MILEAGE FIGURE FOR EACH JURISDICTION OR UNREASONABLE MILEAGE FIGURES. IF I DO NOT PROVIDE REASONABLE ESTIMATED MILEAGE, I UNDERSTAND MISSOURI HAS THE AUTHORITY TO CHANGE MY MILEAGE.</p> <p>SCOPE OF OPERATION</p> <p>Explain in detail the scope of your operation pertaining to any estimated mileage (attach additional sheet if necessary)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I CERTIFY UNDER THE PENALTY OF THE CIVIL AND CRIMINAL LAWS OF THE STATE OF MISSOURI THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT AND THAT I AM AUTHORIZED TO EXECUTE AND FILE DOCUMENTS ON BEHALF OF THIS APPLICANT.</p> <table><tr><td>AUTHORIZED SIGNATURE</td><td>DATE</td></tr><tr><td>X</td><td></td></tr><tr><td>EXAMINED BY</td><td>DATE</td></tr></table>	AUTHORIZED SIGNATURE	DATE	X		EXAMINED BY	DATE
AUTHORIZED SIGNATURE	DATE											
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AL (ALABAMA)			OH (OHIO)									
AR (ARKANSAS)			OK (OKLAHOMA)									
AZ (ARIZONA)			OR (OREGON)									
CA (CALIFORNIA)			PA (PENNSYLVANIA)									
CO (COLORADO)			RI (RHODE ISLAND)									
CT (CONNECTICUT)			SC (SOUTH CAROLINA)									
DC (DIST. COLUMBIA)			SD (SOUTH DAKOTA)									
DE (DELAWARE)			TN (TENNESSEE)									
FL (FLORIDA)			TX (TEXAS)									
GA (GEORGIA)			UT (UTAH)									
IA (IOWA)			VA (VIRGINIA)									
ID (IDAHO)			VT (VERMONT)									
IL (ILLINOIS)			WA (WASHINGTON)									
IN (INDIANA)			WI (WISCONSIN)									
KS (KANSAS)			WV (WEST VIRGINIA)									
KY (KENTUCKY)			WY (WYOMING)									
LA (LOUISIANA)			AB (ALBERTA)									
MA (MASSACHUSETTS)			BC (BRIT. COLUMBIA)									
MD (MARYLAND)			MB (MANITOBA)									
ME (MAINE)			NB (NEW BRUNSWICK)									
MI (MICHIGAN)			NL (NEWFOUNDLAND)									
MN (MINNESOTA)			NS (NOVA SCOTIA)									
MO (MISSOURI)			NT (NORTHWEST TERR.)									
MS (MISSISSIPPI)			ON (ONTARIO)									
MT (MONTANA)			PE (PRINCE ED. IS.)									
NC (NORTH CAROLINA)			QC (QUEBEC)									
ND (NORTH DAKOTA)			SK (SASKATCHEWAN)									
NE (NEBRASKA)			YT (YUKON TERR.)									
NH (NEW HAMPSHIRE)			AL (ALASKA)									
NJ (NEW JERSEY)			MX (MEXICO)									
NM (NEW MEXICO)			TOTAL FLEET MILEAGE									
NV (NEVADA)												
NY (NEW YORK)												

MISSOURI ESTIMATED MILEAGE CHART FOR JURISDICTIONS

JURISDICTION	NEW APPLICANT MILEAGE	AVERAGE MILEAGE %	JURISDICTION	NEW APPLICANT	AVERAGE MILEAGE %	JURISDICTION	NEW APPLICANT	AVERAGE MILEAGE %
AL (ALABAMA)	1,445	1.319% (.01319)	MN (MINNESOTA)	476	0.434% (.00434)	UT (UTAH)	761	0.694% (.00694)
AR (ARKANSAS)	3,431	3.131% (.03131)	MO (MISSOURI)	27,509	25.103% (.25103)	VA (VIRGINIA)	1,601	1.461% (.01461)
AZ (ARIZONA)	3,355	3.062% (.03062)	MS (MISSISSIPPI)	1,291	1.178% (.01178)	VT (VERMONT)	41	0.037% (.00037)
CA (CALIFORNIA)	4,027	3.675% (.03675)	MT (MONTANA)	325	0.297% (.00297)	WA (WASHINGTON)	561	0.512% (.00512)
CO (COLORADO)	1,156	1.055% (.01055)	NC (NORTH CAROLINA)	1,157	1.056% (.01056)	WI (WISCONSIN)	783	0.715% (.00715)
CT (CONNECTICUT)	381	0.348% (.00348)	ND (NORTH DAKOTA)	135	0.123% (.00123)	WV (WEST VIRGINIA)	558	0.509% (.00509)
DC (DIST. COLUMBIA)	5	0.005% (.00005)	NE (NEBRASKA)	1,676	1.530% (.01530)	WY (WYOMING)	1,479	1.350% (.01350)
DE (DELAWARE)	72	0.066% (.00066)	NH (NEW HAMPSHIRE)	44	0.040% (.00040)	AB (ALBERTA)	60	0.055% (.00055)
FL (FLORIDA)	1,772	1.617% (.01617)	NJ (NEW JERSEY)	634	0.579% (.00579)	BC (BRITISH COLUMBIA)	17	0.016% (.00016)
GA (GEORGIA)	2,038	1.860% (.01860)	NM (NEW MEXICO)	3,370	3.075% (.03075)	MB (MANITOBA)	10	0.009% (.00009)
IA (IOWA)	2,117	1.932% (.01932)	NV (NEVADA)	681	0.621% (.00621)	NB (NEW BRUNSWICK)	8	0.007% (.00007)
ID (IDAHO)	777	0.709% (.00709)	NY (NEW YORK)	1,168	1.066% (.01066)	NL (NEWFOUNDLAND)	1	0.001% (.00001)
IL (ILLINOIS)	7,280	6.644% (.06644)	OH (OHIO)	3,762	3.433% (.03433)	NS (NOVA SCOTIA)	4	0.004% (.00004)
IN (INDIANA)	3,968	3.621% (.03621)	OK (OKLAHOMA)	4,292	3.917% (.03917)	NT (NORTHWEST TERR.)	N/A	N/A
KS (KANSAS)	3,507	3.200% (.03200)	OR (OREGON)	734	0.670% (.00670)	ON (ONTARIO)	467	0.426% (.00426)
KY (KENTUCKY)	2,202	2.010% (.02010)	PA (PENNSYLVANIA)	2,971	2.711% (.02711)	PE (PRINCE ED. IS.)	2	0.002% (.00002)
LA (LOUISIANA)	1,139	1.039% (.01039)	RI (RHODE ISLAND)	41	0.037% (.00037)	QC (QUEBEC)	49	0.045% (.00045)
MA (MASSACHUSETTS)	381	0.348% (.00348)	SC (SOUTH CAROLINA)	631	0.576% (.00576)	SK (SASKATCHEWAN)	49	0.045% (.00045)
MD (MARYLAND)	536	0.489% (.00489)	SD (SOUTH DAKOTA)	257	0.235% (.00235)	YT (YUKON TERR.)	N/A	N/A
MN (MAINE)	60	0.055% (.00055)	TN (TENNESSEE)	3,252	2.968% (.02968)	AK (ALASKA)	N/A	N/A
MI (MICHIGAN)	1,111	1.014% (.01014)	TX (TEXAS)	7,960	7.264% (.07264)	MX (MEXICO)	N/A	N/A

New Applicant Mileage – If you are licensing for the FIRST time, with apportioned plates, and have no actual miles to report you may use the “New Applicant Mileage” estimates listed above for each jurisdiction in which you plan to travel.

Average Mileage % – These percents will be used when calculating estimated mileage for newly added jurisdictions or jurisdictions you were previously registered in but did not accumulate mileage. To arrive at the proper estimate you must:

1. Determine the total of all **actual fleet miles** operated.
2. Multiply the total actual fleet miles by the average mileage percent for the proper jurisdiction(s) you are estimating.

Example: Carrier wants to operate Arkansas, Missouri, and Iowa but has no actual miles to report for Iowa. Multiply the total “actual” fleet miles by the above average mileage % for Iowa. Show 348 estimated miles for Iowa.

Arkansas Actual Miles	2,734
Missouri Actual Miles	15,275
Total Actual Fleet Miles	18,009
Iowa Average Mileage Percent 1.932% X	.01932
Iowa Estimated Miles	348